

# **The Electronic Advisor**

April 2006

*Information for Human Resources and Business Risk Professionals in the Colorado State Personnel System*

---

## ***In this issue...***

### ***TOTAL COMPENSATION***

Know Your Responsibilities  
Work-Life Awareness: Telecommuting  
Retirement Choice  
FMLA Corner FSLA Update

### ***BUSINESS RISK AND LOSS CONTROL***

Workers' Compensation Claims Reporting & Workers' Compensation Lost Time Reporting Guidelines  
Domestic Violence as a Workplace Concern: Response Strategies for Managers and Supervisors

### ***WORKFORCE PLANNING***

Disability Etiquette Tips  
New Information Technology Contract Management Course Starts May 17<sup>th</sup>

### ***UPCOMING EVENTS AND GENERAL ANNOUNCEMENTS***

DHR Welcomes Jennifer Clayman to Consulting Services  
Kaiser Moves to Electronic Forms  
Notice of Correction to Class Description, H6G7XX  
Upcoming Professional Development Classes

**[VIEW OR PRINT THE ENTIRE DOCUMENT](#)**

## ***Total Compensation***

### ***KNOW YOUR RESPONSIBILITIES*** (Article reprinted from March Healthline)

By Jeffrey C. Schutt, Director, Division of Human Resources

As the director of the Division of Human Resources, part of my responsibility is to assess appeals from employees regarding their benefits. The appeals vary: perhaps a new hire doesn't sign up for insurance in time; or an employee forgot to enroll their new infant in their insurance plan within the required 31-day timeframe. There have been many different situations concerning eligibility that have come before me, and I can say with certainty that these appeals are one of the most difficult parts of my job. The result may be a heart-wrenching health crisis for the employee, but there is little we can do when it comes to making exceptions. The State is bound by insurance rules and guidelines, and if a deadline has not been met, if a rule has been violated, if a procedure is not covered, the State can rarely make an exception. [View the full article...](#)

### ***WORK-LIFE AWARENESS: TELECOMMUTING***

With today's increasingly diverse workforce, individual employees are most effective in different ways and in different places. In 2001 approximately 25 million employees in the US worked away from the traditional office for at least one day per week. That number has risen to more than 44 million in 2004 according to *The Dieringer Research Group*. In order to accommodate the changing needs of the workforce, managers need to be as flexible as possible in how and where work gets done. Although flexible work arrangements such as Flexplace (typically known as "telecommuting") are highly encouraged...[View the full article...](#)

## ***RETIREMENT CHOICES***

By now, you have heard about “Retirement Choice” for the State’s new employees, except higher education. While this is a decision that employees hired on or after January 1, 2006 must make, it is worth refreshing some basic facts about what choices new hires now have.

### **What are the choices?**

Employees hired after January 1, 2006, including temporary employees, now have three choices for their retirement contributions.

- State Defined Contribution Plan (State DC)
- PERA Defined Benefit Plan (PERA DB) \*
- PERA Defined Contribution Plan (PERA DC) [View the full article...](#)

## ***FAMILY AND MEDICAL LEAVE ACT (FMLA) CORNER***

On the Legal Front: One Hour Call-In Policies May Be Impractical

In *Spraggins v Knauf Fiber Glass GmbH, Inc*, MDAla, No. 3:04cv1071-T (WO), November 21, 2005, an employee for Knauf alleged that his employer interfered with his FMLA rights when he was terminated for violating its call in policy. The Federal District Court in Alabama stated that the notice requirement of calling in one hour prior to the start of the shift was enforceable so long as it is practical under the circumstances. [View the full article...](#)

## ***Business Risk and Loss Control***

### ***WORKERS’ COMPENSATION CLAIMS REPORTING & LOST TIME REPORTING GUIDELINES***

When an employee has a work related illness or injury, the employer and employee both have specific reporting responsibilities under the Workers’ Compensation Statute. [View the full article...](#)

### ***DOMESTIC VIOLENCE AS A WORKPLACE CONCERN — RESPONSE STRATEGIES FOR MANAGERS AND SUPERVISORS***

According to research compiled by the Colorado Bar Association for the *Make It Your Business A Workplace Handbook* project, approximately 2 million women are victims of violence annually, including up to 75% by intimate partners. The Department of Justice reports that each year there are approximately 13,000 acts of violence against women by significant others in the workplace (AFSCME), and although many tend to think of females as the primary victims of this violent crime, statistics show that each year 1 in 1000 men are assaulted by intimate partners. [View the full article...](#)

## ***Workforce Planning***

### ***DISABILITY ETIQUETTE TIPS***

What do Agatha Christie, Montel Williams, Muhammad Ali and Tom Cruise have in common? They are all individuals with a disability of one form or another. Over 54 million Americans have a disability – that’s about one in five. [View the full article...](#)

### ***NEW INFORMATION TECHNOLOGY CONTRACT MANAGEMENT COURSE STARTS MAY 17<sup>TH</sup>***

The Governor’s Office of Innovation and Technology, (OIT) in cooperation with the Department of Personnel and Administration, has developed a new IT Contract Management training program that will debut on May 17, 2006. “Month of effort is finally bearing fruit in this first-ever information technology contract management program,” said Elain Radford, OIT’s project manager. [View the full article...](#)

### ***PERFORMANCE MANAGEMENT CONFERENCE NOTES***

The Performance Management Forum held on February 15, 2006 at Red Rocks Community College was planned by a group of human resources professionals for the state's Human Resources community. The Forum was focused on presenting practical information on performance management. The planning group included Roz Bedell with Public Health & Environment; Ken Nufer with CSU – Pueblo; Marshall Norman with Public Safety; Marshall Parks with the University of Northern Colorado; Kim Burgess with Natural Resources; Bob Cropp with Labor & Employment; and Anne Costain with the University of Colorado. [View the full article...](#)

### ***Upcoming Events and General Announcements***

[\(view all announcements in this section\)](#)

#### ***DHR WELCOMES JENNIFER CLAYMAN TO CONSULTING SERVICES***

Jennifer Clayman became DPA's Consulting Services Program Supervisor effective March 13. Prior to this position, she was a Human Resources Specialist at the Department of Public Health and Environment where she classified positions, developed staffing plans, provided job analysis, and developed and facilitated training.

#### ***KAISER MOVES TO ELECTRONIC FORMS***

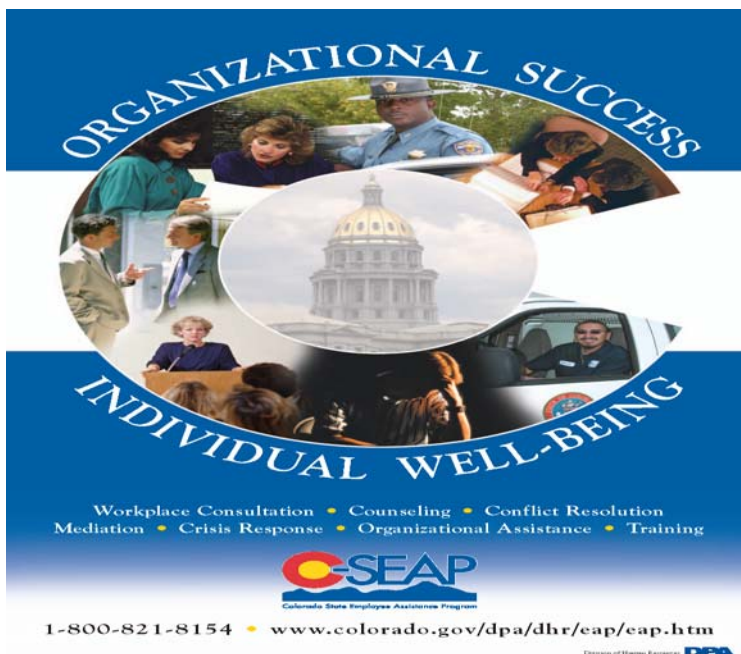
Kaiser Permanente's new electronic medical chart system includes an automated medical certification form. While the format differs from the *State of Colorado Medical Certification Form*, the content is equivalent. This form can be generated while a Kaiser member is consulting with a health care provider. The change is expected to improve accuracy and legibility of information and reduce turnaround time to approximately 10 business days.

#### ***NOTICE OF CORRECTION TO CLASS DESCRIPTION, H6G7XX***

DHR was recently notified of confusing language in the class description for the General Professional VII class. The definition used in the Decision Making factor contained some extraneous wording that was confusing to some users of the class description because it inadvertently repeated the GP VI language. The extraneous words in the GP VII consisted of references to authorities and experts even though the Line/Staff Authority factor contains no such criteria. We have corrected the wording in the Decision Making factor in the General Professional VII. This wording change should not effect any position's placement in this class nor does it alter the overall class concept.

#### ***C-SEAP LAUNCHES NEW AWARENESS CAMPAIGN***

In an effort to increase awareness of the services it offers, the Colorado State Employee Assistance Program (C-SEAP) is offering a new poster for state agencies. State HR personnel are encouraged to order enough posters to put in all break rooms and common areas within their various departments. If you haven't received any, please call 1.800.821.8154 to place your order.



**PROFESSIONAL DEVELOPMENT CENTER CLASSES BEING OFFERED THROUGH JUNE 2006**

\*Note: All classes will be held at 1313 Sherman St., Room 220, unless otherwise noted.

\*\* 1575 Sherman Street, Basement Conference Room

<b>**NEW CLASS**</b> ADA Training	May 19	9:00 – 11:00
Basic Procurement Training	April 25, 26, 27 May 23, 24, 25	8:00 – 5:00 (1 <sup>st</sup> 2 days) 8:00 – 12:00 (3 <sup>rd</sup> day)
Colorado Contract Management	April 18 — May 11 — June 20	8:30 – 4:30
Colorado Contract Writing	April 20 — May 18 — June 22	8:30 – 4:30
<b>**NEW CLASS**</b> <i>CPR</i>	April 27 July 12	1:00 – 4:00 9:00 – 12:00
Investigations of the Public Sector Workforce	April 19 June 15	8:30 – 4:30
<b>**NEW CLASS**</b> <i>IT Contract Management</i>	May 17	8:30 – 4:30
<b>**NEW CLASS**</b> Winning at Project Management	May 15, 16	8:30 – 4:30
The Nuts & Bolts of Supervising State Employees Certificate Program	May 9, & 10 June 6 & 7	8:30 – 4:30
<b>** NEW CLASS **</b> Software Engineering & IT Project Management	June 12, 13, 14	8:30 – 4:30

For additional information and to register, please visit our [Web site](#), or contact us at 303.866.2439